

Daily Calendar

The Daily Calendar Report provides a list of meeting locations by day. This module demonstrates the steps to follow to print a Daily Calendar Report.

STEP 1 Click the Reports hypertext link on the CM/ECF main menu.

STEP 2 The **Reports** screen displays.

◆ Click the Calendar - Daily hypertext link.

STEP 3 The **Daily Calendar Report Selection Options** screen displays. (See Figure 1)

The screenshot shows the CM/ECF interface with a navigation bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. The 'Daily Calendar' title is displayed. Below the title are several input fields: 'Case number' (a text box), 'Judge' (a dropdown menu with 'BAYNES, THOMAS' and 'BRISKMAN, ARTHUR' visible), 'Date' (a text box containing '5/16/2003'), 'Class' (a dropdown menu), 'Location' (a dropdown menu), and 'Sort by' (a dropdown menu with 'Judge' selected). At the bottom are two buttons: 'Run Report' and 'Clear'.

Figure 1

- ◆ Type the complete case number (office code-yy-bk-nnnnn). Although the Report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the criteria selected.
- ◆ The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the report. To limit the report to a specific Judge, click the down arrow ▼ and select the Judge.

- ◆ Enter the **Date** of the event
- ◆ The **Class** category defaults to "blank" which means "all" types of scheduled events (ie hearings, 341 meetings). To limit the report to a specific scheduled event, click the down arrow ▼ and select the event.
- ◆ The **Location** category defaults to "blank" which means "all" meeting/hearing locations. To limit the report to a specific location, click the down arrow ▼ and select the location.
- ◆ The **Sort** field allows the report to be sorted by Judge or Location.
- ◆ When all report selection options are correct, click **[Run Report]**

Step 4 The **Daily Calendar Report** displays. (See Figure 2)

Daily Calendar Report of 05/09/2003		
U.S. Bankruptcy Court - - Middle District of Florida		
Tampa, FL - Room 100-B, Timberlake Annex, 501 E. Polk Street		
Judge: GLENN, PAUL		
10:00 AM	8:03-bk-04201-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04211-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04212-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04213-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04214-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04215-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04217-PMG John Howard	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
Tampa, FL - Room 100-C, Timberlake Annex, 501 E. Polk Street		
Judge: BAYNES, THOMAS		
11:00 AM	8:03-bk-04301-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04311-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04312-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset
	8:03-bk-04313-TEB Richard Lucky	2 341 Meeting-Indiv./Asset Meeting of Creditors - Ch 7 Indiv. No Asset

Figure 2